



**CITY OF SAN DIEGO
PROMOTIONAL OPPORTUNITY
Open To Current City of San Diego Employees Only
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**#P2911 PUBLIC WORKS SUPERINTENDENT
MONTHLY SALARY: \$5854 to \$7068**

APPLICATION FILING PERIOD: FIRST DATE: May 14, 2010

LAST DATE: June 30, 2010

Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. Persons may apply only once during this application filing period. Future application filing periods may be announced.

THE POSITION(S): Under direction, Public Works Superintendents manage a major unit engaged in the construction and maintenance of public works facilities, and perform related duties as assigned.

The current vacancy is in the Storm Water Department: Public Works Superintendents in this department provide day to day management and oversight of the Storm Water Department's Operation and Maintenance Division, which is comprised of the Storm Drain and Street Sweeping sections. The position supervises the scheduled maintenance and repair of the City's storm drain infrastructure and ensures that street sweeping and related functions occur as scheduled; resolves citizen complaints, manages human resources and deferred maintenance and Capital Improvement Projects; assists in developing, tracking and monitoring Division budget and performance measures; and performs other related duties as assigned.

The work location for the current vacancy is at the Chollas Operations work site: 2781 Caminito Chollas, Suite 100, San Diego, CA 92105.

REQUIREMENTS: You must meet the following requirement(s) on the last date to apply, unless otherwise indicated.

EXPERIENCE: Four years of full-time experience in the coordination of public facility or utility construction and maintenance projects at a level of responsibility equivalent to the City of San Diego's classifications of Senior Utility Supervisor, Principal Water Utility Supervisor, Disposal Site Supervisor, or Public Works Supervisor.

LICENSE: A valid California Class C Driver's license will be required at the time of hire.

HOW TO APPLY: You must complete a **DATA ENTRY FORM** and a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department.

THE SCREENING PROCESS: will consist of the following:

- APPLICATION:** All properly completed applications will be evaluated for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be approved to continue in the screening process **QUALIFYING ONLY - WEIGHT 100%**
- THE WRITTEN EXERCISE:** If it is administratively necessary, based upon the number of applicants, all qualified applicants will be invited to participate in a written exercise and will be notified by mail regarding the date, time and location. The Written Exercise may consist of a problem or problems designed to evaluate each candidate's ability to produce ideas about a given topic or issue, and/or address a particular problem or situation in writing, using correct spelling, punctuation, grammar and sentence/paragraph structure. **NOTE:** Failure to complete the Written Exercise will result in automatic disqualification. The Written Exercise will **not** be scored by the Personnel Department. Candidates that are being considered for employment will have their Written Exercise response evaluated by the appointing authority at the time of their interview with the hiring department.

Written Exercise Notification: Approved applicants will be notified of the date, time, and location of the Written Exercise.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **six months**. For each vacancy, candidates will be contacted by the hiring department for an interview.

SUPPLEMENTAL QUESTIONS: In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be rejected. Provide sufficient details as this information will be used to evaluate your qualifications related to this job. Describe your **education, training, and/or experience** related to each question; indicate where the education, training, and/or experience was obtained (e.g. specify the employer, educational coursework, training classes); and provide comprehensive information regarding what duties you have performed. If you do not have any education, training, and/or experience in a requested area, write “None” for that particular question.

1. Describe your experience in the construction of the following public or utility facilities:
 - a. Street
 - b. Water
 - c. Sewer
 - d. Park
 - e. Public Works
2. Describe your experience in the maintenance of the following public or utility facilities:
 - a. Street
 - b. Water
 - c. Sewer
 - d. Park
 - e. Public Works
3. Describe your experience in the repair of the following public or utility facilities:
 - a. Street
 - b. Water
 - c. Sewer
 - d. Park
 - e. Public Works
4. Describe your experience in the coordination of public facility or utility construction and maintenance projects. List several projects, including your specific duties, the size and dollar amount of each project.
5. Describe your lead and/or supervisory experience. Include your title, the number and title of your subordinates, your specific duties, and the level of your responsibility (leading, training, performance evaluations/discipline, etc.)
6. Describe your experience working with the public and the media with regards to City related projects.

TMP/{NOL}/May 14, 2010/Class 1977

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER